

5 Feb 1963

RECORDS OFFICER - NOTES FOR BRIEFING

Director of Security

A. CURRENT ACTIVITIES

1. Special Clearance Center Index.

(Final installation, new maintenance procedures, and conversion to computer).

2. Case Processing Status Report.

(Consolidation with PSD monthly report and conversion to computer).

3. Up-dating Records Schedules.

(Revision of schedules on Vital Records and Inactive File Retirement to reflect changes since 1954).

4. Training Personnel on Filing and Forms.

(Lectures and briefings for clerical, secretarial and professionals on filing techniques and basic forms requirements).

5. Control of Security Forms, Files, and Disposal.

(Day to day records management of more than 140 forms, 750 pieces of filing equipment, and 8,000 ft. of files in the Office of Security).

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B. CURRENT OR ANTICIPATED PROBLEMS

Full time substitute during vacation or sick leave.

C. OBJECTIVES

To develop in each Staff and Division its own independent Records Management ability.

D. ACCOMPLISHMENTS

1. Completed 12 major surveys of Records problems in the Office of Security, including two for data to answer inquiries from Office of DDS on Mail Logs and Copy Machines.
2. Designed and implemented the consolidation of five office indexes into one master Special Clearance Center Index of 32,000 names.
3. Devised a machine report to inform Senior Security Officials of the status of case processing.
4. Annually controlled over 150 actions on Security forms involving production of over two and a quarter million copies. Eliminated twenty per year saving Security budget about \$2,000 per year. (Four transferred to Logistics, 30 cancelled).
5. Annually controlled procurement of more than forty pieces of office filing equipment. Recommended substitute actions saving about \$2,000 per year. (Obtained two flexowriters worth \$9,000 for SRD and ID at no cost to Office of Security).

6. Assisted in removing 375 feet of files from Security offices annually making available \$4, 000 worth of filing equipment that otherwise would have to be purchased.